

## **PRIVACY POLICY FOR PLUS ULTRA SPACE OUTPOSTS SL RECRUITING PROCESS**

This privacy policy applies to information collected about personal data of job applicants who participate in our recruiting programs and events. This personal data may be submitted directly to Plus Ultra Space Outposts SL ("Plus Ultra") during the recruitment process and follow-up communications and/or through alternative channels (e.g., email).

The privacy of our candidates is important to us. Here is information on what types of personal information we receive, collect and store when you apply for work at Plus Ultra, and how we safeguard your information. We never sell your personal information to third parties.

Submitting information is strictly voluntary. By doing so, you are giving Plus Ultra your permission to use the information for the intended purpose. If you do not want to give Plus Ultra permission to use your information, simply do not provide it. However, not providing certain information may result in Plus Ultra's inability to evaluate your candidacy to our job postings.

### **Personal Information we collect**

Whether you apply through our website, any other platform, or directly by email, if you choose to provide us with personal information, we will use that information to respond to your message and to help us evaluate your candidacy.

We usually collect personal data directly from you when you apply for a role with us (name, address, contact information, photographs



and videos, work and educational history, achievements, identity documents, and test results). This information could be asked through any channel of communication with you. If you receive an offer from us, we then conduct a background check with third parties (e.g., recruiting firms, your references, or prior employers) and, to the extent permitted by applicable law, we also collect data related to criminal offences and records. Our legal basis for background screening is our need to perform measures related to establishing our employment relationship.

If you accept an offer of employment with us, any relevant personal data collected during your pre-employment period will become part of your personnel records.

If we do not employ you, in order to keep the personal information provided within your application we will ask you to expressly indicate your consent by email. Otherwise, we will not keep your personal data in our records. In case you agree with these terms your data will be stored for a maximum of 24 months for the purpose of offering you any other job positions that may open during that period.

## **Your Privacy Rights**

Under applicable laws, you may have rights to access, update or rectify your personal information that we have about you.

To exercise any rights that you may have under applicable privacy laws, please contact us using the details in the “Contact us” section below. We may need to request specific information from you to help us confirm your identity. This is a security measure to ensure that personal data is not disclosed to any person who has no right to receive it.

## **Job Platforms Privacy Policies**

Please, take into account that the websites where our job postings are published may have privacy policies that differ from ours. We are not responsible for such policies, and we recommend checking their Privacy Policy in any case

## **Contact us**

You may contact us using the following details:

Email address: [privacy@plus-ultra.space](mailto:privacy@plus-ultra.space)

Postal address: Calle Arturo Soria 348, Portal 1, 5ºF, 28033, Madrid